

4.1 Settling In Policy

At wonderland our aim is to work in partnership with parents/carers to help them become familiar with the setting and offer a settled relationship for the child. We know children learn best when they are healthy, safe and secure, we build positive relationships with parents to ensure we can meet children's individual needs and to help them settle quickly into nursery life.

All our staff know about the importance of building strong attachments with children. They are trained to recognise the different stages of attachment and use this knowledge to support children and families settling into the nursery. We support parents and other carers to help their children to settle quickly and easily into the nursery environment by:

- Working with parents to gather information before the child starts on the child's interests, likes and dislikes and their favourite story or resource: as well as completing a baseline of the child's current development to plan, and meet, the individual needs of the child from the first day.
- Providing parents with relevant information regarding the policies and procedures of the nursery.
- Planning settling in visits and introductory sessions (lasting approximately 1-2 hours). These will be provided free of charge over a one- or two-week period before the child's start date dependent on individual needs, age, and stage of development.
- Welcoming parents to stay with their child during the first few weeks until the child feels settled and the parents feel comfortable about leaving their child. Settling in visits and introductory sessions are key to a smooth transition and to ensure good communication and information sharing between staff and parents
- Reassuring parents while children are settling into the nursery
- Encouraging parents, where appropriate, to separate themselves from their children for brief periods at first, gradually building up to longer absences
- Allocating a keyperson to each child and his/her family before he/she starts to attend. The keyperson welcomes and looks after the child ensuring that their care is tailored to meet their individual needs. He/she offers a settled relationship for the child and builds a relationship with his/her parents during the settling in period, and throughout his/her time at the nursery, to ensure the family has a familiar contact person to assist with the settling process and with any queries or issues that may arise.
- Encourage parents to send in family photos to display to help settle child

- Reviewing the nominated key person if the child is bonding with another member of staff to ensure the child's needs are supported
- Respecting the circumstances of all families, including those who are unable to stay for long periods of time in the nursery and reassure them of their child's progress as they settle and throughout their time at nursery. Where the child is dropped off and collected by adults other than the parents it may be appropriate for us to establish communication by a different method such as Family or Teams.
- Parents are welcome to call the nursery to speak with the child's keyperson or a member of the management team whenever they wish to check on the child's progress.
- Children will not be taken on outings from the nursery until they are completely settled and only with the parents permission.
- Assigning a buddy/back-up key person to each child in case the key person is not available parents are made aware of this to support the settling process and attachment.